State of Alaska FY2011 Governor's Operating Budget

Department of Administration
Office of Administrative Hearings
Component Budget Summary

Component: Office of Administrative Hearings

Contribution to Department's Mission

The mission of the Office of Administrative Hearings is to provide for the delivery of high-quality adjudication services that ensure fair hearings conducted in a timely, efficient and cost-effective manner.

Core Services

• Conduct hearing and alternative dispute resolution processes to resolve administrative cases (appeals and original actions) and provide training for administrative adjudicators.

Key Component Challenges

Provide adjudication services in a broad range of administrative appeals and other proceedings efficiently and cost effectively while ensuring that parties receive full and fair consideration of their cases, despite growing caseload and time commitments required by other statutory duties.

Significant Changes in Results to be Delivered in FY2011

Continue expanding administrative adjudication services to encompass additional case categories, especially for mediation services, provide additional training to administrative adjudicators, and continue expanding monitoring and publication functions.

Major Component Accomplishments in 2009

Conducted hearings for or performed other adjudication-related work, including mediation, in approximately 900 cases, expanded categories of cases handled, further developed webpage electronic decisions database, conducted surveys of past hearing participants as part of the monitoring project, and provided training to administrative adjudicators.

Statutory and Regulatory Authority

AS 44.64.010-095 Office of Administrative Hearings creation, powers, jurisdiction and procedures. Code of Hearing Officer Conduct and hearing-process regulations.

Contact Information

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Of	fice of Administrative Heari	ngs	
	omponent Financial Summa		
		All de	ollars shown in thousands
	FY2009 Actuals	FY2010	FY2011 Governor
	Ma	anagement Plan	
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,313.7	1,373.0	1,389.5
72000 Travel	14.8	14.6	14.6
73000 Services	141.9	146.6	146.6
74000 Commodities	8.0	11.2	11.2
75000 Capital Outlay	0.0	2.0	2.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,478.4	1,547.4	1,563.9
Funding Sources:			
1004 General Fund Receipts	402.3	414.9	431.4
1007 Inter-Agency Receipts	1,076.1	1,132.5	1,132.5
Funding Totals	1,478.4	1,547.4	1,563.9

Estimated Revenue Collections											
Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor					
Unrestricted											
Revenues Unrestricted Fund	68515	0.6	0.0	0.0	0.0	0.0					
Unrestricted Total		0.6	0.0	0.0	0.0	0.0					
Restricted Revenues											
Interagency Receipts	51015	1,076.1	0.0	0.0	1,132.5	1,132.5					
Restricted Total		1,076.1	0.0	0.0	1,132.5	1,132.5					
Total Estimated Revenues		1,076.7	0.0	0.0	1,132.5	1,132.5					

1,132.5

1,563.9

Summary of Component Budget Changes From FY2010 Management Plan to FY2011 Governor **Federal Funds General Funds** Other Funds **Total Funds** FY2010 Management Plan 414.9 0.0 1,132.5 1,547.4 Adjustments which will continue current level of service: -FY2011 Health Insurance Cost 16.5 4.2 0.0 12.3 Increase Non-Covered Employees -Correct Unrealizable Fund Sources 12.3 0.0 -12.3 0.0 in the Health Insurance increases for Noncovered Employees

431.4

0.0

FY2011 Governor

	Office of Administrative Hearings Personal Services Information										
	Authorized Positions		Personal Services Costs								
	FY2010										
	Management	FY2011									
	Plan	Governor	Annual Salaries	973,888							
Full-time	- 12	12	Premium Pay	0							
Part-time	0	0	Annual Benefits	475,639							
Nonpermanent	0	0	Less 4.14% Vacancy Factor	(60,027)							
			Lump Sum Premium Pay	Ó							
Totals	12	12	Total Personal Services	1,389,500							

Position Classification Summary									
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total				
Administrative Law Judge I	2	0	1	0	3				
Administrative Law Judge II	1	0	2	0	3				
Chief Administrative Law Judge	0	0	1	0	1				
Dep Chief Admin Law Judge	1	0	0	0	1				
Law Office Assistant I	1	0	1	0	2				
Paralegal I	1	0	1	0	2				
Totals	6	0	6	0	12				

Component Detail All Funds Department of Administration

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Managemen FY2011	t Plan vs Governor
71000 Personal Services	1,313.7	1,373.0	1,373.0	1,373.0	1,389.5	16.5	1.2%
72000 Tersonal Services	14.8	14.6	14.6	14.6	14.6	0.0	0.0%
				_			
73000 Services	141.9	146.6	146.6	146.6	146.6	0.0	0.0%
74000 Commodities	8.0	11.2	11.2	11.2	11.2	0.0	0.0%
75000 Capital Outlay	0.0	2.0	2.0	2.0	2.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	1,478.4	1,547.4	1,547.4	1,547.4	1,563.9	16.5	1.1%
Fund Sources:							
1004 Gen Fund	402.3	414.9	414.9	414.9	431.4	16.5	4.0%
1007 I/A Rcpts	1,076.1	1,132.5	1,132.5	1,132.5	1,132.5	0.0	0.0%
General Funds	402.3	414.9	414.9	414.9	431.4	16.5	4.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,076.1	1,132.5	1,132.5	1,132.5	1,132.5	0.0	0.0%
Positions:							
Permanent Full Time	12	12	12	12	12	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions Department of Administration

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital OutlayGran	ts, Benefits	Miscellaneous	Po PFT	sitions PPT	NP
:	****	******	* Changes F	rom FY2010 Co	onference Co	mmittee To FY2	010 Authorized ***	******	******	****		
FY2010 Conference	e Committee											
	ConfCom	1,547.4	1,373.0	14.6	146.6	11.2	2.0	0.0	0.0	12	0	0
1004 Gen Fund	4	14.9	,									
1007 I/A Rcpts	1,1	32.5										
	Subtotal	1,547.4	1,373.0	14.6	146.6	11.2	2.0	0.0	0.0	12	0	0
	*******	********	**** Changes	From FY2010	Authorized T	o FY2010 Mana	gement Plan *****	******	********	**		
	Subtotal	1,547.4	1,373.0	14.6	146.6	11.2	2.0	0.0	0.0	12	0	0
	******	******	***** Change	s From FY2010) Managemer	nt Plan To FY20	11 Governor ******	*****	*******	*		
FY2011 Health Ins	urance Cost Inc	crease Non-Covere		3110111112010	Managemen	11 1211 101 120	i i Governoi					
1 12011 Health ma	SalAdi	16.5	16.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund	Can taj	4.2		0.0	0.0	0.0	0.0	0.0	0.0	ŭ	•	ŭ
1007 I/A Rcpts		12.3										
Costs associated	with Health Insu	rance Increases.: \$1	6.5									
Correct Unrealizat												
	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund 1007 I/A Rcpts		12.3 12.3										
		gency Receipt author ed, these costs will be					for non-covered emploncreases.	oyees. If this				
	Totals	1,563.9	1,389.5	14.6	146.6	11.2	2.0	0.0	0.0	12	0	0

FY2011 Governor	
Department of Administration	

Personal Services Expenditure Detail Department of Administration

Scenario: FY2011 Governor (7749)

Component: Office of Administrative Hearings (2771) **RDU:** Centralized Administrative Services (13)

PCN	Job Class Title		Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month s	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
02-0024	Chief Administrativ Judge	e Law	FT	Α	XE	Juneau	AA	27F / J	12.0		114,996	0	0	51,227	166,223	8,311
02-1051	Dep Chief Admin L Judge	.aw	FT	Α	XE	Anchorage	AA	26M / N	12.0		128,412	0	0	54,916	183,328	51,332
02-1054	Administrative Law	v Judge I	FT	Α	XE	Anchorage	AA	22J / K	12.0		88,424	0	0	42,793	131,217	39,365
02-1055	Paralegal I	J	FT	Α	GP	Anchorage	2A	14G / J	12.0		48,600	0	0	27,737	76,337	22,901
02-1110	Administrative Law	/ Judae II	FT	Α	XE	Juneau	AA	24J / K	12.0		100,940	0	0	47,002	147,942	41,424
04-0012	Administrative Law		FT	Α	XE	Juneau	AA	22J / K	12.0		90,192	0	0	43,388	133,580	37,402
04-0014	Administrative Law		FT	Α	XE	Juneau	AA	24L / M	12.0		107,986	0	0	49,299	157,285	44,040
04-0015	Law Office Assista		FT	Α	GP	Anchorage	2A	11D / E	12.0		36,110	0	0	23,537	59,647	16,701
04-0025	Administrative Law	v Judae I	FT	Α	XE	Anchorage	AA	22L / M	12.0		96,788	0	0	45,606	142,394	39,870
04-1033	Paralegal I	3 3 3	FT	Α	GP	Juneau	2A	14A / B	12.0		40,104	0	0	24,880	64,984	18,196
08-1038	Law Office Assista	ant I	FT	Α	GP	Juneau	2A	11E / F	12.0		37,673	0	0	24,062	61,735	17,286
08-1040	Administrative Law		FT	Α	XE	Anchorage	AA	24A / B	12.0		83,663	0	0	41,192	124,855	34,959
		Total											Total S	alary Costs:	973,888	
		Positions	N	lew	Dele	eted								Total COLA:	0	
Full	I Time Positions:	12		0	C)							Total Pre	mium Pay::	0	
Part	Time Positions:	0		0	C)								al Benefits:	475,639	
	Non Permanent Positions:	0		0	C)									•	
Position	s in Component:	12		0	C)							Total P	re-Vacancy:	1,449,527	
	·											Minus	Vacancy Ad	justment of 4.14%:	(60,027)	
													Total Po	st-Vacancy:	1,389,500	
Т	otal Component Months:	144.0										Plus L	ump Sum Pr	emium Pay:	0	
												Pers	sonal Service	es Line 100:	1,389,500	

PCN Funding Sources:	Pre-Vacancy	Post-	Percent
		Vacancv	
1004 General Fund Receipts	371,787	356,391	25.65%
1007 Inter-Agency Receipts	1,077,740	1,033,109	74.35%
Total PCN Funding:	1,449,527	1,389,500	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

FY2011 Governor Department of Administration

Line Item Detail Department of Administration Travel

Line Number	Line Name				FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
72000	Travel				14.8	14.6	14.6	
Expendit	ure Account	Servicing Agency	Explanation		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
				72000 Travel Detail Totals	14.8	14.6	14.6	
72111	Airfare (Instate Employee)				7.8	6.4	6.4	
72112	Surface Transport (Instate Employee)				0.9	1.0	1.0	
72113	Lodging (Instate Employee)				3.0	4.2	4.2	
72114	Meals & Incidentals (Instate Employee)				3.1	3.0	3.0	

Line Item Detail Department of Administration Services

Line Number	Line Name			FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services			141.9	146.6	146.6
Expendit	ure Account	Servicing Agency Expla	anation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
			73000 Services Detail Totals	141.9	146.6	146.6
73025	Education Services			0.8	0.0	0.0
73026	Training/Conferences			0.0	1.5	1.5
73150	Information Technlgy			2.7	0.0	0.0
73225	Delivery Services			2.1	2.1	2.1
73228	Postage			0.0	3.5	3.5
73401	Long Distance			1.0	0.8	0.8
73660	Other Repairs/Maint			0.2	0.2	0.2
73668	Room/Space			0.8	1.0	1.0
73677	Office Furn & Equip(Non IA Repair/Maint)			0.4	0.2	0.2
73805	IT-Non-Telecommnctns	DOA ETS		5.8	6.0	6.0
73806	IT-Telecommunication	DOA ETS		16.7	16.9	16.9
73808	Building Maintenance	General Srvcs Facilities Maint.		1.6	1.7	1.7
73809	Mail	Central Mail		7.2	7.5	7.5
73810	Human Resources	Personnel		0.4	0.4	0.4
73811	Building Leases	Property Management		67.5	69.0	69.0
73814	Insurance	Risk Management		0.2	0.2	0.2
73815	Financial	Finance		0.7	0.9	0.9
73816	ADA Compliance	Labor		0.2	0.2	0.2
73819	Commission Sales (IA Svcs)	Finance		0.5	0.5	0.5
73979	Mgmt/Consulting (IA Svcs)	Admin		33.1	34.0	34.0
5/18/10 1			FY2011 Governor Department of Administration		Released Dec	ember 14th

Line Item Detail

Department of Administration Commodities

Line Number	Line Name				FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities				8.0	11.2	11.2
Expenditure Account		Servicing Agency	Explanation		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
				74000 Commodities Detail Totals	8.0	11.2	11.2
74222	Books And Educational				0.1	1.0	1.0
74229	Business Supplies				3.6	5.0	5.0
74233	Info Technology Equip				0.0	1.1	1.1
74236	Subscriptions				4.3	4.1	4.1

Line Item Detail Department of Administration Capital Outlay

Line Number	Line Name				FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
75000	Capital Outlay				0.0	2.0	2.0
Expendit	ure Account	Servicing Agency	Explanation		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
				75000 Capital Outlay Detail Totals	0.0	2.0	2.0
75830	Info Technology				0.0	2.0	2.0

Unrestricted Revenue Detail Department of Administration

Master Account	Revenue Description				FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
68515	Unrestricted Fund				0.6	0.0	0.0
Detail Info	ormation						
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
66370	Misc Rev				0.6	0.0	0.0

Restricted Revenue Detail Department of Administration

Component: Office of Administrative Hearings (2771) **RDU:** Centralized Administrative Services (13)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts	1,076.1	1,132.5	1,132.5

Detail Information

Revenue	Revenue Description	Component	Collocation Code	AKSAS Fund	EV2000 A studio	FY2010	EV2044 Cavarrar
<u>Amount</u> 59015	Offce Of The Governr	Human Rights Commission for human rights commission.	2040000	11100	FY2009 Actuals 53.5	Management Plan 53.5	FY2011 Governor 53.5
59020	Administration FY07 to FY08 Carryforwa	Administrative Hearings ard.	2040000		27.9	54.0	54.0
59020	Administration Hearings in PERS and T	Retirement and Benefits TRS cases.	2040000	11100	148.4	200.0	200.0
59020	Administration Hearings in VCCB claim	Violent Crimes Comp Board ns cases.	2040000	11100	7.1	7.5	7.5
59020	Administration Hearing Officer services	Alaska Public Offices Comm for APOC	2130010	11100	25.0	7.5	7.5
59040	Revenue Hearings in child suppo	Child Support Services rt.	2040000	11100	244.3	250.0	250.0
59040	Revenue Hearings in PFD eligibili	Permanent Fund Dividend Division ty.	2040000	11100	186.3	180.0	180.0
59050	Education Hearings in professiona	Professional Teaching Practice all teaching practices cases.	2040000	11100	3.4	5.3	5.3
59050	Education Hearing officer services	Program Admin & Operations for schools.	2040000	11100	10.1	0.0	0.0
59050	Education Hearings in PFD execut	School Finance & Facilities ion and professional teaching practic	2040000 es cases.	11100	6.3	6.5	6.5

	FY2011 Governor	Released December 14th
5/18/10 11:42 AM	Department of Administration	

Restricted Revenue Detail Department of Administration

Component: Office of Administrative Hearings (2771) **RDU:** Centralized Administrative Services (13)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts	1,076.1	1,132.5	1,132.5

Detail Information

Revenue	Revenue	Commonant	Collocation	AKSAS	=1/2222	FY2010	
Amount 59060	Description Health & Social Svcs Hearings in facilities lice	Component Certification and Licensing ensing and certification.	Code 2040000	Fund 11100	12.6	Management Plan 35.0	FY2011 Governor 35.0
59060	Health & Social Svcs Hearings in children's se	Children's Services Management ervices matters.	2040000	11100	15.1	15.0	15.0
59060	Health & Social Svcs Hearings in Medicaid Se	Health Care Medicaid Services ervices.	2040000	11100	3.5	10.0	10.0
59060	Health & Social Svcs Hearings in facilities lice	Health Planning & Infrastructure ensing and certification.	2040000	11100	14.1	15.0	15.0
59070	Labor Hearings in workplace s	Occupational Safety and Health afety matters.	2040000	11100	14.9	15.0	15.0
59070	Labor Hearings in workplace s	Workers Comp Appeals Comm afety matters.	2040000	11100	1.7	1.5	1.5
59080	Commrc & Economc Dev Hearings in banking and	Banking and Securities	2040000	11100	0.3	7.5	7.5
59080	Commrc & Economc Dev Hearings in business ar	Corp, Bus & Prof Licensing and corpor	2040000 ations cases.	11100	209.6	195.0	195.0
59080	Commrc & Economc Dev Hearings in business ar	Insurance Operations and professional licensing and corpor	2040000 ations cases.	11100	32.4	35.0	35.0

	FY2011 Governor	Released December 14th
5/18/10 11:42 AM	Department of Administration	

Restricted Revenue Detail Department of Administration

Component: Office of Administrative Hearings (2771) **RDU:** Centralized Administrative Services (13)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts	1,076.1	1,132.5	1,132.5

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
59120	Public Safety Hearings in Alaska polic	AK Police Standards Council ce standards.	2040000	11100	3.4	7.5	7.5
59180	Environmental Consvn Hearings in environmen	Industry Prep. & Pipeline Op. tal permitting matters.	2040000	11100	9.4	12.2	12.2
59180	Environmental Consvn Hearings in environmen	Water Quality tal permitting matters.	2040000	11100	37.3	15.5	15.5
59450	University Of Alaska Hearings in PFD execut	Department-wide ion appeals.	2040000	11100	9.5	4.0	4.0

Inter-Agency Services Department of Administration

						FY2010	
Expendit	ure Account	Service Description	Service Type	Servicing Agency	FY2009 Actuals	Management Plan	FY2011 Governor
73805	IT-Non-Telecommnctns		Inter-dept	DOA ETS	5.8	6.0	6.0
			73805 IT-Non-Te	lecommnctns subtotal:	5.8	6.0	6.0
73806	IT-Telecommunication		Inter-dept	DOA ETS	16.7	16.9	16.9
			73806 IT-Teleco	mmunication subtotal:	16.7	16.9	16.9
73808	Building Maintenance		Inter-dept	General Srvcs	1.6	1.7	1.7
				Facilities Maint.			
				Maintenance subtotal:	1.6	1.7	1.7
73809	Mail		Inter-dept	Central Mail	7.2	7.5	7.5
70040	5			73809 Mail subtotal:	7.2	7.5	7.5
73810	Human Resources		Inter-dept	Personnel	0.4	0.4	0.4
70044	D 71 F 1			an Resources subtotal:	0.4	0.4	0.4
73811	Building Leases		Inter-dept	Property Management _	67.5	69.0	69.0
7004.4	In a company of			ilding Leases subtotal:	67.5	69.0	69.0
73814	Insurance		Inter-dept	Risk Management	0.2	0.2	0.2
70045	Figure in		_	314 Insurance subtotal:	0.2	0.2	0.2
73815	Financial		Inter-dept	Finance	0.7	0.9	0.9
70040	ADA 0		=	3815 Financial subtotal:	0.7	0.9	0.9
73816	ADA Compliance		Inter-dept	Labor	0.2	0.2	0.2
70040	O			A Compliance subtotal:	0.2	0.2	0.2
73819	Commission Sales (IA		Inter-dept	Finance	0.5	0.5	0.5
	Svcs)		73819 Commission S	ales (IA Svcs) subtotal:	0.5	0.5	0.5
73979	Mgmt/Consulting (IA Svcs)		Inter-dept	Admin	33.1	34.0	34.0
13919	Mg/II/Consuling (IA 3vcs)		ппет-аерг	Admin	33.1	34.0	34.0
			73979 Mgmt/Consul	ting (IA Svcs) subtotal:	33.1	34.0	34.0
			Office of Admini	strative Hearings total:	133.9	137.3	137.3
				Grand Total:	133.9	137.3	137.3

FY2011 Governor
Department of Administration